

Institutional Readiness Questionnaire

1. Directions

Over the last 12 months we have been involved in a research project funded by the Office of Learning Technologies through HRSDC Canada and the Canadian Association of Distance Education (CADE) to determine indicators of institutional readiness for the development and implementation of distance and distributed learning initiatives.

The purpose of this questionnaire is to provide institutions with appropriate tools to:

- self identify areas of strength and challenge in order to successfully integrate a distance and distributed learning agenda within their respective institution; and
- provide a means to compare your institution's use of educational technology against other institutions.

Please take a few minutes to fill out this questionnaire and return it to _____

2. Default Section

1. Choose the one statement that most accurately describes your institution.

- ☐ Medical Doctoral
- ☐ Comprehensive
- ☐ Primarily undergraduate
- ☐ University college
- ☐ College

2. Choose the one statement that most accurately describes the enrolment in your institution.

- ☐ Greater than 30,000
- ☐ Between 20,000 and 29,999
- ☐ Between 15,000 and 19,999
- ☐ Between 10,000 and 14,999
- ☐ Between 5,000 and 9,999
- ☐ Less than 5,000

3. Institutional Adoption of Technological Infrastructure

Check all the statements below that describe your institution's practices regarding admission and registration.

- ☐ Student admission and registration is completed online.
- ☐ Student admission and registration is completed in person.
- ☐ Student admission and registration is completed by mail.
- ☐ Student admission and registration is completed by telephone.

4. Check all the statements below that describe your institution's practices regarding Learning Management Systems:

- ☐ We support a single commercial product learning management system.
- ☐ We support more than one commercial product learning management system.
- ☐ We support a single home grown product learning management system.
- ☐ We support more than one home grown product learning management system.
- ☐ We support a single open source product learning management system.
- ☐ We support more than one open source product learning management system.
- ☐ We support a support any combination of the above product learning management systems.
- ☐ We neither currently support nor intend to support a learning management system.
- ☐ We are planning to support a learning management system.

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5. Check all the statements below that describe your institution's practices regarding in the use of technology for monitoring students:

- ☐ Faculty and staff members access class lists online.
- ☐ Faculty and staff members enter grades online.
- ☐ Faculty members accept online assignment submissions.
- ☐ Faculty and staff members are required to use an institutional portal.

6. Check all the statements below that describe your institution's practices regarding the students' use of technology with courses:

- ☐ Students access class lists online.
- ☐ Students retrieve grades online.
- ☐ Students submit assignments online.
- ☐ Students are required to use an institutional portal.

7. Check all the statements below that describe your institution's practices regarding finance and administration:

- ☐ Faculty and staff can access forms and financial records online.
- ☐ Faculty and staff can complete and submit forms and financial records online.
- ☐ Employment advertisements can be viewed online.
- ☐ Applications for employment in the institution can be submitted online.

8. Check all the statements below that describe your institution's practices regarding student supports:

- ☐ Students can pay admission and tuition fees online.
- ☐ All students in my institution receive an e-mail address.
- ☐ My institution has a student portal.
- ☐ The library provides virtual librarian services.
- ☐ My institution provides wireless service.
- ☐ Students receive help desk support in the use of technology.
- ☐ Students can purchase textbooks online.

9. Check all the statements below that describe your institution's practices regarding access to computing facilities:

- ☐ Computing facilities are available 24/7.
- ☐ Computing facilities are available Monday to Friday during regular daytime business hours.
- ☐ Computing facilities are available Monday to Friday evenings.
- ☐ Computing facilities are available weekends and holidays.
- ☐ We do not provide student computing facilities on campus.
- ☐ We are planning to lengthen the time that computing facilities are available to students.
- ☐ We provide computing facilities in the residence(s).
- ☐ We are planning to provide computing facilities in the residence(s).
- ☐ We require all students to purchase their own computers.
- ☐ We require some students to purchase their own computers.
- ☐ We provide students a plan to lease and/or purchase computers.

10. Choose the one statement that most accurately describes your institution's practice regarding classroom facilities:

- ☐ All classrooms are equipped with internet connectivity.
- ☐ Over 80% of the classrooms are equipped with internet connectivity.
- ☐ Over 60% of the classrooms are equipped with internet connectivity.
- ☐ Less than 40% of the classrooms are equipped with internet connectivity.
- ☐ Less than 20% of the classrooms are equipped with internet connectivity.

11. Strategic Planning and Leadership

Choose the one statement that most accurately describes your institution's practice regarding the importance of technology in the academic plan.

- ☐ Educational technology is a major part of my institution's strategic plan.
- ☐ Educational technology is a minor part of my institution's strategic plan.
- ☐ Educational technology is not identified in my institution's strategic plan.
- ☐ Educational technology is a major part of my Division/Faculty/ Area overall plan.
- ☐ Educational technology is a minor part of my Division/Faculty/ Area overall plan.
- ☐ Educational technology is not identified in my Division/Faculty/ Area overall plan.

12. Choose the one statement that most accurately describes your institution-wide inventory of online and blended learning courses.

- ☐ My institution has an inventory of all online and blended learning courses.
- ☐ My institution does not maintain an inventory of online and blended learning courses.

13. Choose the one statement that most accurately describes your institution.

- ☐ Senior administration actively and publicly promotes and supports the use of technology in teaching and learning.
- ☐ Senior administration does not promote and support the use of technology in teaching and learning.

14. Check all the statements below that describe your institution's view of a graduate.

- ☐ My institution has defined the qualities of a graduate.
- ☐ My institution has not defined the qualities of a graduate.
- ☐ Competency in the use of technology in educational technology tools is a component of the qualities of a graduate from my institution.
- ☐ Competency in the use of technology in educational technology tools is not a component of the qualities of a graduate from my institution.

15. Check all the statements describing the use of technology at your institution.

- ☐ My institution promotes the use of technology to increase student engagement in learning.
- ☐ My institution does not link technology with student.
- ☐ My institution promotes the use of technology to increase students' academic success.
- ☐ My institution does not link technology with students' academic success.

16. Policies

Check all the statements below that describe the institutional policies affecting the flexibility and mobility of students: (Note: "Pre-articulated" means that the institution has pre-determined course transfer credit policies for specific courses.)

- ☐ The institution has a public viewable database of courses that are acceptable for transfer of credit.
- ☐ The institution has pre-articulated courses from other institutions for transfer credit.
- ☐ The institution has pre-articulated courses from other institutions for residency requirement.
- ☐ The institution recognizes faculty members' work on developing online learning for academic tenure and promotion purposes as a teaching activity.
- ☐ The institution recognizes faculty members' work on developing online learning for academic tenure and promotion purposes as a research activity.

17. Teaching with Technology

Choose the one statement that most accurately describes your institution's centre for teaching with technology.

- ☐ My institution has a centre for teaching with technology.
- ☐ My institution has plans to establish a centre for teaching with technology.
- ☐ My institution does not plan to establish a centre for teaching with technology.
- ☐ My institution does not have a centre for teaching with technology.
- ☐ My institution has a Centre for distance and online education.
- ☐ My institution does not have a Centre for distance and online education.

18. Choose the one statement that most accurately describes your institution's teaching services:

- ☐ Teaching with technology is a major component of my institution's teaching services.
- ☐ Teaching with technology is a minor component of my institution's teaching services.
- ☐ My institution has no plans to include teaching with technology as a component of its teaching services.
- ☐ Services to support teaching with technology are provided separately from my institutional teaching services.

19. Check all the statements below that describe your institution's practices regarding support of teaching with technology:

- ☐ My institution provides funding and incentives to develop online teaching.
- ☐ My institution provides funding and incentives to incorporate components of educational technology with on-campus teaching.
- ☐ My institution does not provide funding nor incentives to incorporate components of educational technology with online teaching.

20. Pedagogical Practices

Check all the statements below that describe the pedagogical practices for faculty in the use of technology in teaching and learning.

- ☐ We have a designated instructional technology centre available to all faculty members.
- ☐ Faculty who wish to use technology look for help where they can find it.
- ☐ Faculty are trained and supported in the use of technology in teaching.
- ☐ Faculty members are required to take training prior to developing online courses or components of a course.
- ☐ Faculty members receive release time from teaching/paid a stipend to develop online courses or components of a course.
- ☐ My institution provides funding and incentives to develop online courses or components of a course.
- ☐ My institution does not provide funding nor release time to incorporate educational technology components with online teaching.

21. Choose the one statement that most accurately describes your institution's practice regarding a course web site:

- ☐ All courses at my institution have a course web site.
- ☐ More than 80% of the courses at my institution have a course web site.
- ☐ More than 60% of the courses at my institution have a course web site.
- ☐ More than 40% of the courses at my institution have a course web site.
- ☐ Forty or less than 40% of the courses at my institution have a course web site.
- ☐ None of the courses at my institution have a course web site.

22. Please choose the one statement that most accurately describes your institution's practice regarding the use of the interactive components in the learning management system:

- ☐ All courses at my institution include interactive components in the learning management system.
- ☐ More than 80% of the courses at my institution include interactive components in the learning management system.
- ☐ More than 60% of the courses at my institution include interactive components in the learning management system.
- ☐ More than 40% of the courses at my institution include interactive components in the learning management system.
- ☐ Forty or less than 40% of the courses at my institution include interactive components in the learning management system.
- ☐ None of the courses at my institution include interactive components in the learning management system.

23. Choose the one statement that most accurately describes your institution's practice.

- ☐ All faculty members in my institution reduce face- to- face teaching time blending it with technologies.
- ☐ More than 80% of faculty members in my institution reduce face- to- face teaching time blending it with technologies.
- ☐ More than 60% of faculty members in my institution reduce face- to- face teaching time blending it with technologies.
- ☐ Forty or less than 40% of faculty members in my institution reduce face- to- face teaching time blending it with technologies.
- ☐ None of faculty members in my institution reduce face- to- face teaching time blending it with technologies.

24. Partnerships and Collaboration/Consortia

Check all the statements below that describe your institution's involvement in partnerships. (Note: "Community" is defined as an area of a city, a town, or rural municipality or First Nation's Community. For example, a community could be the Inner City Adult Educational Program or the Moose Lake Educational Authority.)

- ☐ My institution is involved in a partnership with a community to deliver educational programs.
- ☐ My institution is not involved in any partnership agreements with communities to deliver educational programs.
- ☐ The partnership uses technology to deliver programs to communities.
- ☐ The partnership does not use technology to deliver programs to communities.
- ☐ My institution is involved in partnership with an IT company.
- ☐ My institution is not involved in a partnership with an IT company.

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25. Check all the statements below that describe your institution’s involvement in collaboration and consortia.

- ☐ My institution is involved in a collaboration with other institutions for the delivery of distance and distributed learning offerings.
- ☐ My institution is not involved in a collaboration with other institutions for the delivery of distance and distributed learning offerings.
- ☐ My institution is planning to join a consortia for the delivery of distance and distributed learning offerings.
- ☐ My institution has withdrawn its membership in a consortia involved in the delivery of distance and distributed learning offerings.
- ☐ My institution is involved in a collaboration to offer joint programs using distance and distributed learning delivery modes.
- ☐ I am not aware of any collaborations or consortia with which my institution may be involved.

26. Overall Assessment

How well is your institution doing on a scale of 1 to 5 with five being the highest?

Check one response on the scale for each question.

	1	2	3	4	5
1. Use of technology for administrative functions:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Use of technology in teaching an learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Institution wide-vision for the integration of technology in teaching and learning:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Dedication of resources for the integration of technology in teaching and learning:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Support and practice of teaching with technology.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Membership in collaboration or consortia to deliver distance and distributed learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3.

Thank your for your input and participation.